

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)

FROM : Chief, Organization and Methods Service

SUBJECT:

DATE: 24 April 1952

1. Attached is a copy of a report addressed to the Chief, Administration and Logistics Staff, OPC, by one of his assistants [REDACTED].

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2. It points up those areas where OPC feels Administration has failed them.

3. A quick reading shows me that there are some things which could not be helped and we could work up a justification. However, I think we should look upon this as a great opportunity to help and not to try to justify our actions.

4. I have talked with [REDACTED] and he has no objection to my referring the memorandum to top side. He pointed out, however, that in his mind it was not intended so much as a criticism as it was to serve as a basis for discussion between Administration and OPC, particularly with O&M. He further added that he had transmitted the memo as received and was not sure whether he would go along on all the points made by [REDACTED]. This is such a great opportunity that I would like to devote as much of my own personal time as possible and that of two or three of my best men, because I believe it is an area where this office can best serve the CIA. In doing this, I recognize that we may have to go a little slower on some of our other tasks until the three senior men who are in process arrive.

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5. I haven't discussed this memorandum with any one as I thought you might like to show it to [REDACTED] first.

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6. Finally, I would like to again emphasize that I think we should not try to justify ourselves, but treat this as an unusual opportunity of amicably working with OPC to develop administrative support that fully meets their needs.

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1 Attach.  
Memo fr [REDACTED] to Chf. Admin.  
and Logistics Stf. dtd 14 Apr 52.

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Document No. 001

NO CHANGE in Class. ☐☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 78

Auth: DDA REG. 77/195

Date: 28/3/78 By: 022